

## Schedule Change Request Form

Requesting change in: ☐ Enrollment Schedule ☐ Co-op Schedule

Child's name: \_\_\_\_\_ Room #: \_\_\_\_\_

Today's date: \_\_\_\_\_ Requested Change Date: \_\_\_\_\_

### Co-op Schedule Changes

Due to the complexity and difficulty of having frequent changes in the co-op schedules, set participation times may only be changed three times during the school year:

1. Notice given December 1 for changes effective January 1
2. Notice given February 1 for changes effective March 1
3. Notice given May 1 for changes effective June 1

List your current co-op time you would like to change:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

List what day you would like to switch your co-op to: (The Executive Director will look at the needs of the classroom and get back to you with new possible co-op times.)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Number of Dedicated Buy-out (DBO): \_\_\_\_\_

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### Enrollment Schedule Change

You may increase or reduce your child's enrollment schedule at any time of the year, provided there is space or that there is someone to add on the day(s), which you wish to take away from your schedule. In considering any adjustments to a child's schedule, the Executive Director must follow the enrollment criteria established for the Center. This enrollment criterion will dictate the ability of parents to increase or reduce their child's schedule.

Current Schedule: *(circle)*

Monday      Tuesday      Wednesday      Thursday      Friday

Requested Schedule Change: *(circle)*

Monday      Tuesday      Wednesday      Thursday      Friday

Your enrollment or co-op change request will be confirmed by the administrative staff.